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Children's Mental Health Advisory Board

Meeting Notes

Date: 8/1/13

Sub-Committee: System of Care Sub-Committee

Facilitator: Rebecca Buhner

- 1) **Meeting Notes** (June 12, 2013) were approved.
- 2) **Announcements:**
 - a. Intro of Liz Waetzig as the System of Care (SOC) Expansion Grant Strategic Planner Consultant.
 - b. Meeting Notes from 7/12/13 meeting approved as written.
 - c. SOC Expansion Grant Program Director update- DMHA in final selection process. Hope to have someone hired by Sept 1st.
- 3) **SOC Community Readiness Assessment Tool-** Cynthia Smith (DCS) and Betty Walton (DMHA) presented the pros and cons of the following assessment tools: the System of Care Implementation Survey (SOC-IS) and the Implementation of the SOC Approach tool (see Comparison of Standardized SOC Self-Assessment Tools handout for comparison). The committee discussed the pros and cons of each tool, their experiences using the tools, and preferences for the type of tool that would achieve our assessment goals. The committee unanimously agreed to recommend the SOC-IS assessment tool to the Children's Mental Health Advisory (CMHA) Board. Meeting notes regarding the pros and cons will be summarized and distributed to the CMHA board by Monday, August 5th for a review and vote.
- 4) **Focus Group Planning:** *Committee discussed preferences for conducting the focus groups for the SOC expansion grant.* Focus groups have been scheduled in Versailles, Merrillville and Elkhart. In evaluating the agenda from the SOC Meet & Greet held in July, the committee brain-stormed the following ideas for the SOC focus group agenda:
 - a. Increase the meeting time by 30 minutes. Recommendation was to hold the focus groups from 11:00am – 1:30pm to allow more time for family discussion and assist in getting family members out of the meeting early enough to tend to school-aged children.
 - b. A sub-committee member will be assigned to each break-out group to facilitate gathering SOC information and to record family needs, comments and suggestions that arise out of the meeting discussions. Additionally, this individual will assist the break-out group in creating a theme statement for the issues most important to them.
 - c. Sub-committee will add a check-box on the family member sign-up sheet for family members interested in learning how to become involved in their local SOC consortium.
 - d. Promote the community SOC readiness survey that will be rolled out this fall to generate interest in completing the survey.



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- e. Questions to ask attendees: What's happening at state level; what's happening at the local level and general idea of how to get families involved. Ask if there are specific issues that need to be addressed.

Josh will develop an updated agenda and distribute it to the sub-committee for review and comment. Lisa will contact Merrillville and Versailles focus group contacts to inquire as to whether or not the change in focus group times is acceptable. Elkhart representative indicated the time was okay with their region.

- 5) **Family involvement and recruitment:** Sub-committee discussed importance of increasing family representation on the CMHA board and SOC sub-committee. One of the items that needs to be brought to the board is how to add voting members to the board. Team discussed some options. And the importance of educating and mentoring new family members on the CMHA board. This issue will be added to the next CMHA board meeting agenda for discussion.
- 6) **Next Meeting:** September 5th (9am-11am). Meeting will be set up for face-to-face attendance or teleconference attendance. Sub-committee members were asked to alert us if they intended to show up to the Government Center for the meeting or if they were unable to attend the meeting. Agenda items for next SOC sub-committee meeting include:
 - Recap of the August 28th focus group.
 - Discuss additional planning items for the September focus groups.
 - Update on scheduling of the three remaining focus groups.
 - Update on the status of preparing for implementation of the community SOC readiness assessment tool.
 - Next steps for SOC strategic planning (e.g., meetings dates, logistics training topics for Liz, timelines, expectations, etc.)